

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-185-97-007

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

All temporary records covered by this schedule are presumed destroyed, and all permanent records have been accessioned. The schedule is therefore obsolete.

Date Reported: 11/08/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>				SAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				JOB NUMBER <div style="font-size: 1.2em; font-family: cursive;">N1-185-97-7</div>	
1. FROM (Agency or establishment) Panama Canal Commission				DATE RECEIVED <div style="font-size: 1.2em; font-family: cursive;">12-27-96</div>	
2. MAJOR SUBDIVISION Administrative Services Division				In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Branch					
4. NAME OF PERSON WITH WHOM TO CONFER Denise B. Will		5. TELEPHONE (310) 420-0675 Ext. 272-5033			
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,				DATE <div style="font-size: 1.2em; font-family: cursive;">3-24-97</div>	
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.				ARCHIVIST OF THE UNITED STATES <div style="font-size: 1.2em; font-family: cursive;">John W. Paul</div>	
DATE <div style="font-size: 1.2em; font-family: cursive;">12/20/96</div>		SIGNATURE OF AGENCY REPRESENTATIVE <div style="font-size: 1.2em; font-family: cursive;">Carmela A. Bonnick</div> Carmela A. Bonnick		TITLE Acting Chief, Records Management Branch Acting Deputy Agency Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)		
1	<div style="background-color: #e0e0e0; text-align: center; padding: 5px; margin-bottom: 10px;"> RECORDS OF THE PANAMA RAILROAD -- PANAMA CANAL COMPANY NEW YORK OFFICE </div> <p><u>New York Office Employee Index Cards (1918-1949):</u> 3x5 index cards containing the name of each employee, position title, in some cases, and a box number where the record sheet can be located. Cards are arranged alphabetically by employee's last name.</p> <p style="margin-left: 40px;"><i>INDEX CARD 6 1/2" x 4 1/2"</i></p> <p><u>Volume:</u> 4 microfilm boxes.</p> <p><u>Arrangement:</u> Alphabetical.</p> <p><u>Disposition:</u> PERMANENT. Transfer to the National Archives and Records Administration. TEMPORARY. DESTROY IMMEDIATELY UPON APPROVAL OF THE SCHEDULE.</p>		<div style="font-size: 1.2em; font-family: cursive; transform: rotate(-15deg);"> charges made per Concurrence of agency records officer. </div> <div style="font-size: 1.2em; font-family: cursive; text-align: right;"> AC 2/11/97 </div>		

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2	<p style="text-align: right;"><i>INDEX</i></p> <p><u>New York Office Executive Correspondence Files (1918-1949)</u>: 3x5 index cards arranged alphabetically by subject and containing a brief summary of the subject matter and date.</p> <p style="text-align: center;"><i>INDEX CARD 6 1/2" x 4 1/2"</i></p> <p><u>Volume</u>: 10 microfilm boxes.</p> <p><u>Arrangement</u>: Alphabetical.</p> <p><u>Disposition</u>: PERMANENT. Transfer to the National Archives immediately.</p>		
3	<p><u>Index to Board of Director's Meetings (1912-1947)</u>: 3x5 index cards arranged alphabetically by subject and containing a brief summary of the subjects discussed at the meeting, with a reference to the meeting date, volume and page number in the minutes.</p> <p style="text-align: center;"><i>INDEX CARD 6 1/2" x 4 1/2"</i></p> <p><u>Volume</u>: 10 microfilm boxes.</p> <p><u>Arrangement</u>: Alphabetical.</p> <p><u>Disposition</u>: PERMANENT. Transfer to the National Archives immediately.</p>		
4	<p style="text-align: right;"><i>1918-1957</i></p> <p><u>New York Office File Index (Location Record Cards)</u>: 3x5 index cards arranged numerically by file number 1(A-Z) through 111(A-T) and containing a summary of the contents of each file for correspondence of the Panama Railroad - Panama Canal Company New York Office.</p> <p style="text-align: center;"><i>INDEX CARD 6 1/2" x 4 1/2"</i></p> <p><u>Volume</u>: 2 microfilm boxes.</p> <p style="text-align: right;"><i>1918-1957</i></p> <p><u>Arrangement</u>: Numerical.</p> <p><u>Disposition</u>: PERMANENT. Transfer to the National Archives immediately.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
5	<p><u>Alpha Index to New York Office Freight & Steamship Files and Miscellaneous Claims</u>: 3x5 index cards arranged alphabetically by subject and referencing the subject contents and the file/box number for locating the records.</p> <p>Volume: 2 ^{INDEX CARD} file boxes. $6\frac{1}{2}" \times 4\frac{1}{2}"$</p> <p>Arrangement: Alphabetical. 1918-1957</p> <p>Disposition: <u>PERMANENT. TRANSFER TO THE NATIONAL ARCHIVES IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE.</u></p>		
6	<p><u>Congressional Index (1945-1963)</u>: 3x5 index cards arranged by House or Senate Bill number and topic, with dates the topic was discussed in the 79th through 88th session of Congress.</p> <p>Volume: 2 ^{INDEX CARD} file boxes. $6\frac{1}{2}" \times 4\frac{1}{2}"$</p> <p>Arrangement: Numeric.</p> <p>Disposition: <u>TEMPORARY. Destroy immediately.</u></p>		